

AMENDED

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**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

**ANNOUNCEMENT #:** ARNGT 07-351

**OPENING DATE:** 23 November 2007

**CLOSING DATE:** 27 December 2007

**ANTICIPATED FILL DATE:** 20 Jan 08

**AMENDED DATE:** 26 Nov 07

**POSITION TITLE AND NUMBER**

Surface Maintenance Mechanic Supervisor  
PDCN 70709000, MD #: 5228-20

**UNIT/ACTIVITY AND DUTY LOCATION**

Field Maintenance Shop # 18 (FMS # 18)  
NCARNG, Kinston, North Carolina

**GRADE AND SALARY**

WS-5801-09 \$28.06 - \$32.78 per hour

**EMPLOYMENT STATUS**

Excepted Service

*Changes are in Italics*

**WHO CAN APPLY:** The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT:** Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 36 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. Inservice placement actions will be considered when applicable.

**KNOWLEDGE, SKILLS ABILITIES (KSA'S)**

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect 36 months of specialized experience)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to plan and organize the work of the assigned repair organization.
2. Ability to meet deadlines.
3. Knowledge of automotive repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved until the appropriate physical examination is completed.

**Announcement No ARNGT 07-351 (Cont)**

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG is mandatory (Enl. CMF: 63; MOS: 14J/T, 88L/P)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Plans the use of workers, equipment, facilities, materials, and tools on a day-to-day or project-by-project basis. Adheres to work priorities, project schedules, resources, and detailed work plans established by the supervisor. Follows customary work cycles and sequences in planning work assignments. Tracks and reports progress on work assignments and requests authority to adjust worker assignments; and to use overtime, equipment, and materials to meet schedules. Recommends changes to schedules, priorities, and work sequences as necessary and makes minor deviations in procedures or redirects resources under their control to overcome problems such as equipment failure, material delays, or unplanned absences. Assigns work to personnel and provides technical direction and/or help in accomplishing difficult work steps and processes. Observes work in progress to anticipate and resolve problems. Reassigns personnel within groups supervised and coordinates work among workers and other supervisors to maintain work progress to meet schedules. Inspects completed work for quality and work order requirements. Reports possible or actual work delays to the supervisor. Supports and explains management programs to subordinates. Recommends performance ratings, training, disciplinary actions, changes in performance standards, and the most suitable applicants for vacancies. Advises and counsels workers on how to improve performance and explains new work techniques. Investigates grievances and complaints, resolves them informally, and notifies the supervisor of those of sufficient importance or seriousness. Assures safety and housekeeping practices are observed. Maintains work reports and records and assists the supervisor in planning overall leave schedules. Performs the non-supervisory functions of the organizational segment supervised. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies. Performs other duties as assigned.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:** A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1